



Michigan Wing Search and Rescue Academy



2018

Medic

Course Registration Packet

20st to 28th July 2018

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LETTER FROM THE COMMANDANT

To all SAR Academy Students,

Thank you for your interest in the 2018 Michigan Wing Search and Rescue Academy. SAR Academy is designed to help meet the emergency services mission of Civil Air Patrol by providing better trained and qualified personnel to support our operational missions.

This booklet explains what is expected of you and provides guidelines for your behavior while at the Academy. We have high standards of behavior and participation – we expect you to work hard – and have a good time while doing it! SAR Academy operates in a professional atmosphere while still adhering to military customs. The emphasis is on emergency services skills with the assumption you're already knowledgeable in your military skills. We will be guests at Camp Grayling and as guests on their facility, the behavior of our students will reflect directly on SAR Academy, Michigan Wing, and Civil Air Patrol. All students are expected to adhere to standards of behavior that will bring credit to our organization.

SAR Academy is a demanding activity. As in actual missions, there are challenges to your endurance and mental problem solving. It is our intent to help prepare you academically as well as mentally and physically for the challenges that may await you when you serve others in emergency situations. Please do your part to prepare by drinking more water during the weeks prior to SAR Academy and also meeting the CAP Physical Fitness Category "I – Unrestricted" listed in CAPP 52-18.

If you have questions, don't be afraid to ask. Depending on which course you are participating in, you will have instructors and a Senior Course Commander. They're all willing to help you and answer your questions. As the Commandant, I am also available if you have a problem or questions that don't seem to be receiving an answer. Please remember to start your questions at the lowest level in the chain of command.

SAR Academy will give you a great opportunity to advance your emergency services skills, share/gain knowledge of emergency services, make lasting friendships with students and staff from across Michigan Wing, and you will probably have some fun in the process.

Congratulations on choosing to be a part of an excellent Academy! I look forward to meeting you.

IMPORTANT INFORMATION

Dates: 20th to 28th July 2018
Location: Camp Grayling, Joint Maneuver Training Center, Grayling Township, MI 49739
Mission Base/EOC: Camp Grayling
Commandant: Lt Col Gus Gettas
Questions: Email to miwgsaracademy@gmail.com. They will be directed to the proper staff member.
Webpage: www.saracademy.net
Facebook page: "MIWG SAR Academy"

INTRODUCTION

Thank you for your interest in the 2018 MIWG SAR Academy. It is one of the most physically demanding, academically stringent, and rewarding activity that Civil Air Patrol has to offer. Whether you are a senior member or cadet, you will be provided with hands-on SAR, field leadership experience, and survival training.

This Academy takes place in the wilderness with no modern conveniences available to the students. Conditions are primitive, with no indoor plumbing and no electricity. Bathing will be provided and will be available in a Lake. Sleeping will be only in tents, or constructed shelters regardless of the weather experienced. Weather can be dry or rainy, with temperatures changing from the high 90's to 40 degrees within hours. All cell phones will be collected at sign in, and students may only call home in the event of an emergency. The knowledge that you will gain about yourself, the CAP Emergency Services Program, and search & rescue will remain with you for the rest of your life.

The Academy is very demanding, both physically and mentally. The curriculum and standards of the Academy's training, facilities, and equipment are constantly evaluated for improvements and needed updates as funding allows. The staff are all volunteers and consist of cadets and senior members. They will teach and train you for nine full days. You are expected to do your best for those nine days!

HISTORY OF SAR ACADEMY

The Michigan Wing Search and Rescue Academy began in 1994 when a small group of members recognized the need for consistent, quality training in the field of Emergency Services. They then designed a comprehensive school that could provide that training within the course of a week. Lead by the efforts of then Captain Sheila Cerny, they chose a location deep in the heart of the Huron National Forest that is unparalleled for teaching woodsmanship, navigation, and practical leadership skills. Long before task training was introduced by National Headquarters, the founders of SAR Academy created their own by deciding what knowledge was necessary for a Ground Team Member and then devising a method of testing that knowledge after it was taught.

SAR Academy began with only one course, the Basic Course, which was designed to take members who had no previous ES training and provide them with all classroom and practical training necessary for them to become Ground Team Member Qualified. Over the next few years, SAR Academy continued to grow and expand to meet the increasing needs of its returning student population. By 1997, three new courses had been added: the Advanced Course, which provides more in-depth and thorough Ground Team Member training, the Medic Course, which provides students with wilderness first aid training, and the Ground Team Leader Course. In 2010 a Senior Course was started to train senior members to become ground team member qualified. 2012 marked another new course for SAR Academy. The Aircrew Survival Course was started to train aircrew members in survival and much more.

SAR Academy has had more than two hundred fifty graduates since its inception in 1994. Many of those graduates have gone on to successful careers in the military, in aviation, and in the business world. Still others remain within our program, diligently giving back to new students what knowledge they received themselves as students many years ago. As SAR Academy approaches its 21st year of operation, it has evolved into an Academy of utmost quality, having benefited from the influence of the hundreds of staff members and students who have helped to make it what it is today.

MEDIC COURSE

Course Overview

The Medic Course is an eight-day training event that concentrates on the development of the Ground Team Medic. The Medic Course is a mentally, physically, and academically challenging course. Students will participate in numerous classes, rigorous physical fitness sessions, hands-on scenarios, and academic tests. The Team Medic is responsible for observing the general well-being of the ground team as well as keeping an eye out for specific health concerns that may arise while participating in missions. Students will be provided with knowledge pertaining to the role and responsibilities of a team medic as well as the knowledge base required to perform their duties.

The 2018 Search and Rescue Academy Medic Course will be offering the following certifications for students meeting the individual certification criteria: Wilderness and Remote First Aid, CPR, and Basic Life Support. Certifying organizations include the American Heart Association (AHA) and American Safety and Health Institute (ASHI).

In addition to the AHA/ASHI Certifications listed above, students will be given a general knowledge and understanding in the following areas; basic anatomy and physiology, basic medical terminology, basic assessment skills, basic spine stabilization, evaluation and care of a ground team, introduction critical incident stress management, and so much more!

Course Objectives

By the conclusion of the course, all students will:

- Gain an understanding and working knowledge of the role and responsibilities of a Ground Team Medic.
- Develop a basic understanding and appreciation for the Emergency Medical Service both as it relates to the missions and objectives of the Civil Air Patrol and in outside the organization venues.
- Complete Basic Life Support and CPR/AED for the Professional Rescuer certification classes and thus earning the corresponding certifications.
- Complete all requirements for Wilderness First Aid
- Complete all tasks listed on the Ground Team Member Medic SQTR form for the Medic Course.
- Serve as a proficient Ground Team Medic on a given ground team without supervision.

Course Requirements

In order to be eligible to apply for the 2018 Medic Course, all students must meet the following criteria:

- Must have completed SAR Academy Basic Course or Equivalent
- Earned the Wright Brothers Award
- Be 15 years old or older
- Current CAP membership
- Current First Aid / CPR card

- Complete the required CAPF 31 (with proper signatures-unit cc and parents)
- Must be in Physical Category 1 previous to and throughout the duration of the Academy (CAP Physical Categories are described in CAPP 52-18)
- Must be safety compliant
- Current 101 Emergency Services Card with at least GTM3 Level qualified
- All CAP Health forms (160, 161, 163)
- Express their desire to attend the course and rationale behind it in the form of a letter of intent to the Medic Course Commander.

Suggested, *but not required*, before attendance:

- CPR (Layperson) for Adult, Child, and Infant current certification or familiarization
- Ground Team Member Level 2 qualified
- Completion of the Advanced Course at a previous MIWG SAR Academy
- Ability to complete the PAST (Physical Ability and Stamina Test)
- Basic water abilities (swimming, treading water).

Course Graduation Requirements

- Attend and participate in over 80% of Course
- Complete all SQTR Requirements for Ground Team Member Medic Level 3
- Complete all certification requirements for Basic Life Support for the Healthcare Provider
- Complete all requirements for Wilderness and Remote First Aid
- Complete Medical Physical Fitness Test. This test will be comprised of push-ups, sit-ups, pull-ups, mile run, and Fireman carry.

Point of Contact

Course Commander: Kirstin James, 1st Lt, CAP

kirstin.m.james@gmail.com

Thank you for your interest in the MIWG SAR Academy Medic Course! I am 1st Lt Kirstin James and I have the pleasure of serving as the 2018 Medic Course Commander. I also serve as the Finance Officer, Health Services Officer, and Deputy Commander of Cadets at my home unit, GLR-MI-176. During the 2017 MIWG SAR Academy, I served as the Medical Officer and I thoroughly enjoyed holding that role. 2017 was also my first year attending the Academy and I am looking forward to returning this summer. I am currently serving in the Michigan Air National Guard as a fulltime medical technician and I hold the rank of Staff Sergeant. I have had extensive training in Emergency Medical Services and nursing through the military and am looking forward to sharing this knowledge with the Medic Course students.

Lead Instructor: Benjamin Koehler, C/1st Lt, CAP

nandbk@gmail.com

My name is C/1st Lt. Benjamin Koehler and I have the honor of serving as the Medic Course Lead Instructor this year. I will also be serving as the Cadet Commander for the Academy this year. I serve as the MIWG CAC Chairman and the C/Deputy Commander of my home unit GLR-MI-271. I hold Basic EMT Certification in the state of Michigan and have been extensively trained in wilderness first aid, swift water rescue, and all forms of wilderness sports. This course is designed to harden your resolve and mold you into a high speed professional skilled in the art of basic life support with an emphasis on Emergency Services applications and wilderness first aid. If you have what it takes to graduate you will leave our school with a mission of the upmost importance. You will be prepared to handle yourself in any situation and provide high quality out-of-hospital healthcare. If you have any questions regarding the requirements for this course or the training curriculum please reach out to any of our Medic Course Staff this year. Welcome to Medic Course!

Instructor: Jackson Hancock, C/MSgt, CAP

jhancook227@gmail.com

Thank you for your interest in the Field Medic course at the MIWG SAR Academy. I have been with the school for four years and am excited to instruct this course for my fifth. I serve as the C/Deputy Commander for my home unit GLR-MI-075 as well as representing my unit to the group CAC. I have a wealth of experience both attending and running Search

and Rescue Exercises all across Michigan. I have garnered an intense interest in medicine for many years and have trained extensively in wilderness first aid and all forms of field craft.

GENERAL INFORMATION

TRANSPORTATION

Students may drive to the Academy in a privately-owned vehicle (POV). Upon arrival at SAR Academy, the vehicle will be parked in a designated area. During the Academy, cadets will not be allowed to operate their vehicles and will be required to turn their keys in at check-in. If a cadet needs to enter their vehicle again for any reason during the Academy, you must have permission of your Course Commander.

PERSONAL PROPERTY

Make sure you check prior to departure to ensure you have all the required items on the packing list for your course. The packing list for the Medic Course is located in Attachment C. If you arrive to SAR Academy without the items listed on the packing list, you will not be allowed to check in until you do. There are several locations to purchase missing items: Base Store at Camp Grayling or Glen's Market and K-Mart in downtown Grayling.

SAR Academy and its staff are not responsible for loss or theft of your personal equipment or property. You need to take care of your property. It is suggested that you leave valuables and jewelry at home. LABEL ALL PROPERTY.

Please check your equipment and items carefully before departure. Any lost items that are found and identifiable at the close of the Academy will be shipped to you at your expense if it can be identified.

BRING ONLY THE ITEMS LISTED ON THE PACKING LIST. Do not bring any extra equipment/gear.

MEDICATIONS

All medications, prescription or over-the counter (OTC), will be logged with the health services officer. All STUDENTS are expected to manage their own medications. If you have any specific requirements, please be sure to coordinate with the Commandant prior to arrival, or if it is a last-minute change, the health services officer on arrival. Please be sure to indicate medications needed or OTCs authorized on the medical release form (CAPF 163).

HEALTH

A safety officer is available along with several EMTs, Paramedics, and other trained first aid personnel. First aid will be provided for routine and minor illness or injury. There is a county hospital in the vicinity for any medical problems. In the event of serious illness or injury, every attempt will be made to notify your parent/guardian/emergency contact as soon as possible.

Let the Health Services Officer know of any health issues or problems you are encountering. Students are expected to bring supplies to help themselves (blister kits, small quantities of OTC meds), but if you require assistance please let the Health Services Officer know.

CELL PHONES

CADETS MAY NOT KEEP CELL PHONES ON OR WITH THEM DURING THE ACADEMY! You are highly encouraged to leave your cell phone at home or with your parents. If you choose to bring a cell phone to the Academy, it must be turned in at check-in. It will then be shut off and stored in a locked container for the duration of the Academy. At the end of the Academy, your cell phone will be returned to you. Cadets will have access to a phone in an emergency basis ONLY. Parents/guardians will be provided an emergency contact number at check-in to be used ONLY in an emergency situation. **Any student found with a cell phone will be sent home!**

RELIGIOUS SERVICES

For those students who wish to attend a religious service during SAR Academy, a non-denominational service is currently in the planning stages. We do not have a chaplain on staff nor do we have a church in the field, however, we will try our best to accommodate your needs.

MEALS

SAR Academy has a rigorous schedule and students will eat all three meals per day and drink plenty of fluids. Refrigerators and microwaves are NOT available. Students will have three options for food this year.

Option A (See attachment A for more information)

The student will be responsible for ALL of their meals AND snacks.

Option B (See attachment B and C for more information)

The student will be responsible for 11 meals AND snacks while SAR Academy will cover the rest of the meals (13 meals which is included in the cost).

Option C (See attachment B and C for more information)

The student will be responsible for snacks ONLY while SAR Academy will cover all of your meals (24 meals which is included in the cost).

For those of students who choose option A or B, at least one meal EACH day must be cooked over an open fire. See the food matrix for more information. The meals provided by SAR Academy will be MREs with heaters.

ADULT SUPERVISION

SAR Academy has a full staff of adult officers (over 21) at the activity. Cadets who are students will be supervised by adult officers.

SLEEPING ARRANGEMENTS

Medic Course students will be assigned a bunk in the barracks based on gender. While in the field, students will sleep in their own shelter.

WATER

We guarantee that at all times there will be sufficient water for our students. Safety is our highest priority. The Course Commanders will monitor and ensure that all students are drinking plenty of water each day of the Academy.

CONTINGENCY PLANS

All SAR Academy Staff members have a contingency book. This book is used as guidance on what to do in the event of an emergency. All staff has been trained in what to do and how to do it. Each day, the Duty Officer will contact Camp Grayling's Range Control to advise on our status. We are also in contact with the local Fire Department, US Forest Service, and State Police. They have been orientated with our mission base and know how to get in contact with us if the need arises.

EMERGENCY CONTACT

An **EMERGENCY** phone number to reach our SAR Academy Emergency Operations Center (EOC) will be provided to students, staff, and parents on arrival and will be posted on our web site after the Academy begins.

PARENTS (PLEASE READ)

Parents,

The Michigan Wing Search and Rescue (SAR) Academy is an experience your child will never forget! SAR Academy is one of the most physically and mentally challenging activities Civil Air Patrol has to offer. Not only that, it is also an incredibly rewarding activity. Your son or daughter will gain invaluable knowledge about search and rescue, but more so about themselves and their own personal limits. This knowledge will last them a lifetime.

Students will gain hands-on experience in land navigation with a map and compass, search line operations, direction finding, crash scene procedures, survival skills, First Aid and CPR, teamwork, and team operations. By the end of the week, students will be proficient with the new skills they have learned. SAR Academy concludes with a field training exercise (FTX) to simulate an actual search and rescue mission. Students are able to put all of the skills and knowledge they learned throughout the week to use during this field training exercise.

Often our children are as responsible as the opportunities we present or allow. SAR Academy provides a safe, training environment, where carefully planned strategic challenges teach valuable life skills that go farther than just the search and rescue tasks learned. At the Academy, we have high training standards and high expectations, pushing students to meet and push past their own personal limits. The skills learned at the Academy can not only benefit the students in CAP, but also throughout their lives.

These skills include:

- Communication: These skills are vital in any search and rescue mission. Students practice both talking and listening throughout the week. Focus is given to one on one conversations and talking in front of a group.
- Leadership: When students start the week, they are followers. By the end of the week, they become leaders among their team. They are presented simple or multifaceted leadership roles, where they are able to work in a safe training environment, where they can make mistakes and learn from them.
- Teamwork: Throughout the week, team leadership exercises teach the students to work together to complete tasks, efficiently and effectively, completing their mission.
- Critical Thinking: Another important part of search and rescue, critical thinking is realized as cadets learn to develop plans before “jumping into” action.
- Problem Solving: Practiced daily with critical thinking, problem solving is an essential trait where students develop solutions before asking for help.
- Personal and Team Confidence: Working in high pressure and high stress environments, it is important to have personal confidence in personal skills, but also confidence in the team members you will be working with. This aspect increases daily as cadets push through challenging tasks, not giving up, and completing their mission.

- **Combating Fear and Anxiety:** Students realize fear is what you “make up in your own mind”. Often new tasks are presented to students, and a variety of emotions are shown. Fear and anxiety are conquered daily as students push themselves past their personal limits and complete tasks they never thought were possible.

SAR Academy is conducted in a safe environment with highly trained and experienced cadet/senior staff. The staff members oversee every phase of training and are present with the students at all times. We are honored that you have considered the MIWG SAR Academy as an activity for your child to attend this summer!

CHECK IN AND GRADUATION

SAR ACADEMY LOCATION

Camp Grayling
Joint Maneuver Training Center
Grayling Township, MI 49739

Note: When typing it into google maps, type “Camp Grayling, MI”

TRAVEL TIME

Depending on your route, plan on 3.5 hours if traveling from Detroit (East); plan on 3 hours if traveling from Muskegon (West); plan on 3.5 hours if traveling from South Michigan (South).

CHECK IN

Sign-in will take place on Camp Grayling at Bldg 212M. All students shall arrive by 0900 hrs and no later than 1100hrs on July 20, 2018. You will be required to show your CAPRID to the Main Gate at Camp Grayling.

DIRECTION TO CHECK IN

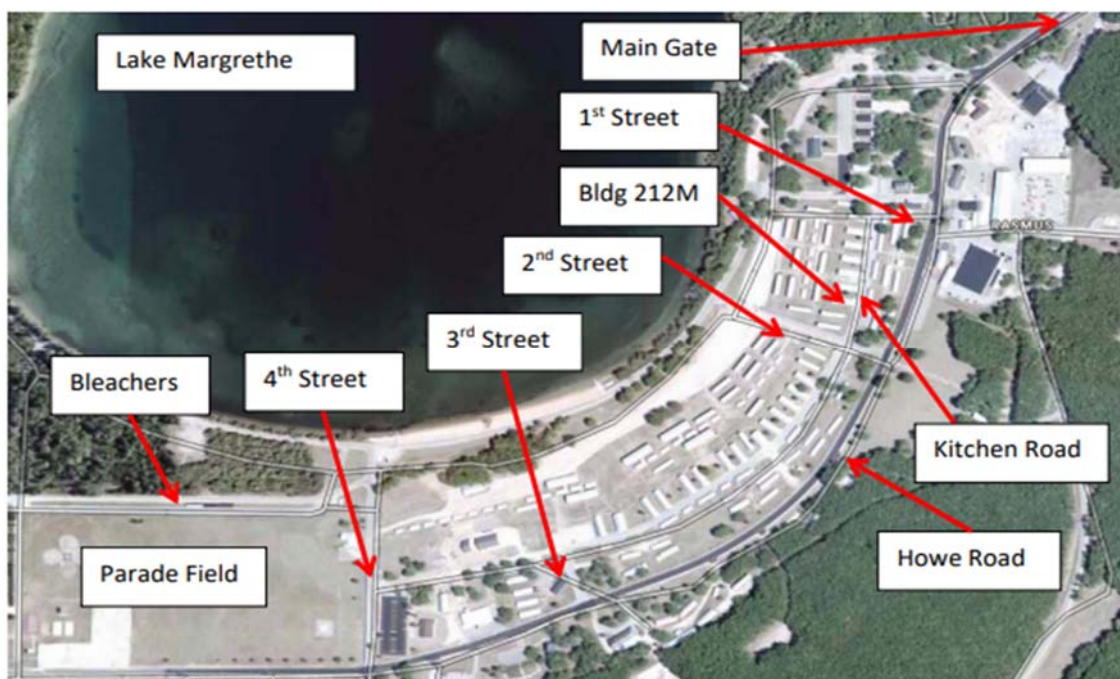
After passing through the main gate, look for 1st Street (First Street) on your right. Turn RIGHT onto 1st Street. Then make a LEFT on KITCHEN Road. Look for building 212M (which will be on your right). Report to bldg. 212M.

GRADUATION

The ceremony will start at 1200hrs on Saturday, 28 July 2018. It will be held on Camp Grayling at the parade field. All visitors are welcome, particularly parents and commanders. All visitors will be able to sit on bleachers or you are more than welcome to bring a lawn/camping chair. Students will then be released after the ceremony. A projected release time will be 1330hrs.

DIRECTIONS TO GRADUATION

After passing through the main gate, continue on HOWE Road. You will pass 1st St, 2nd St, and 3rd St. The following intersection will be 4th St. Turn RIGHT on 4th St. The parade field will be on your left. Upon arrival to the parade field, you will be directed where to park.



ATTACHMENT A – COST AND FOOD OPTIONS

COST AND FOOD OPTIONS

Course	Cost	What is included in the cost:
Option A	\$85.00	AHA BLS Card, ASHI Card, and ASHI Student Manual. For those who graduate, you will also receive a t-shirt, a SAR Academy decal, Beret with MIWG Flash. <i>The student will be responsible for ALL meals and snacks.</i>
Option B	\$165.00	12 MRE meals; AHA BLS Card, ASHI Card, and ASHI Student Manual. For those who graduate, you will also receive a t-shirt, a SAR Academy decal, Beret with MIWG Flash. <i>The student will be responsible for 11 meals and snacks.</i>
Option C	\$235.00	24 MRE meals; AHA BLS Card, ASHI Card, and ASHI Student Manual. For those who graduate, you will also receive a t-shirt, a SAR Academy decal, Beret with MIWG Flash. <i>The student will ONLY be responsible for snacks.</i>

MEALS NEEDED

Listed below are the meals that **YOU** are responsible to bring to the Academy:

Option A	8 Breakfast, 8 Lunch, 7 Dinner for a total of 23 meals. <i>ALL Meals and snacks</i>
Option B	3 Breakfast, 4 Lunch, 4 Dinner for a total of 11 meals and snacks
Option C	Snacks ONLY

PLANNING YOUR MEALS

- **MOST PEOPLE EAT MORE WHILE IN THE FIELD THAN THEY DO AT HOME**, so please plan accordingly.
- Keep in mind, you will need to be able to cook at least one meal each day
- **DO NOT BRING:** Fresh foods, glass containers, JUNK FOOD, diet foods, etc.

- There is no electricity; therefore, there are no refrigerators, stoves, microwaves, etc.
- The lighter the food package, the lighter your pack will be on the FTX. HOWEVER, you must also make sure you eat enough calories each day.
- Each meal should be around 1,000 calories, for a total of 3,000 calories daily.

SUGGESTIONS FOR YOUR MEALS

Listed below are some suggestions for food:

Breakfast

- Instant oatmeal, dry cereal, breakfast bars, powdered milk, fruit juice, dried fruit, canned fruit, single-serving applesauce, and peanut butter

Lunches/Dinners

- MREs, canned food (ravioli, spaghetti, stews, soups, vegetables, fruits), packaged tuna, ramen noodles, wheat thins, summer sausage, etc.

Snacks/Others

- Trail mix, pop tarts (Not for breakfast), applesauce, teddy grahams, beef jerky, raisins, fruit cups, fruit roll ups, peanut butter crackers, gushers, fiber bars, fruit snacks, fruit by the foot, granola bars, protein bars, oat and honey bars, peanuts, nature valley bars, goldfish, nutria-grain bars, fig newtons, dried fruit, cereal, cereal bars, cheese it crackers, sunflower seeds, mini oreos, mini nutter butter bars, chex mix, kudos bars, animal crackers, beef sticks, combos, etc.

MEAL MATRIX

So you're getting ready to go out and buy all of this food, yet you're not sure what you need or how much you need. Probably you don't even know what you are going to eat throughout the week! Well the SAR Academy Staff has a helpful device that you can use to prepare and organize your meals for the week; we call it a Meal Matrix. A Meal Matrix is an organized chart that states what you will be having for breakfast, lunch, and dinner. This matrix is very important because it lists what you will be eating so you can make sure that you are eating properly and getting enough food throughout the week! Scroll down to see an example of a Meal Matrix! This will give you a better idea of how to create your own meal matrix!

SAMPLE MEAL MATRIX (example shown is for food option B)

DAY	BREAKFAST	LUNCH	DINNER
FRI		1 package of tuna 1 package of dried fruit Granola bars	1 pack of ramen noodles 1 can of fruit 1 protein bar
SAT	1 Package of cereal (in water) Wheat Thins Nutri-Grain Bar	1 Can of Ravioli 1 package of dried fruit Trail Mix	1 package of tuna Veggie Straws Fruit gushers
SUN	1 Can of beef stew Peanut butter crackers Teddy grahams	1 pack of ramen noodles 2 cups of applesauce Granola Bars	1 can of chicken noodle soup Peanut Butter crackers Mini Oreos
MON	2 oatmeal packets Raisins Fig newton bars	1 Can of chili Protein bars Beef Jerky	1 pack of ramen noodles 1 protein bar Goldfish
TUE	MRE	MRE	MRE
WED	MRE	MRE	MRE

THU	MRE	MRE	MRE
FRI	MRE	MRE	Provided by SAR Academy
SAT	MRE		

PACKING FOOD

- We highly recommended that food be packed in the following manner:
 - Separate food into daily intake (breakfast, lunch, dinner, snacks)
 - Use Zip Lock bags to store each meal/snack
 - Label each meal with the following: Day 1-Breakfast, Day 1-Lunch, Day 1-Dinner, Day 1-Snacks
 - Then take one day's worth of food (breakfast, lunch, and dinner) and store it in a larger Zip Lock bag.
 - Label the bag DAY 1. (this is NOT required, but HIGHLY suggested as rain, sand, bugs, etc., are factors).
- DO NOT store food in cardboard boxes, or paper bags as they will not hold up under the rigors of the academy.
We highly suggest putting all of your food in a tote.

COOKING FOOD/PREPARATION

- All students must eat three meals a day, one MUST BE a HOT meal, prefer all three to be cooked. Some type of heating device is required (see the packing list).
- We encourage students to eat as many snacks as they can, especially since they will be doing physical activity each day
- MREs MUST be cooked in the heat pack and Ramen Noodles MUST be cooked in water!
- We strive for an average of 3,000 Calories daily

ATTACHMENT B – TRAINING CHECKLIST / LINK PAGE

- Meet the course specific requirements
 - see page 5
- Complete the required CAPF 31 with proper signatures-unit cc and parents
 - see end of packet
- Complete the required CAPF 160, CAPF 161, and **CAPF 163 (cadets only)**
 - See end of the packet
- Must be in Physical Category 1 throughout the duration of the Academy
 - CAP Physical Categories are described in CAPR 52-18
- Current Height/Weight/Eyes/Hair information completed in e-services. (Photo highly suggested)
 - www.capnhq.gov
 - Go to the right-hand column and look for "Personal Information". Then enter your CAP ID number. Then click on "Characteristics". Enter your information and click on the save button.
- Completed OPSEC
 - <https://tests.capnhq.gov/opsec/main.cfm>
- Must be safety compliant
 - www.capnhq.gov and sign into e-services
 - Go to the left-hand column and look for "Safety Management System". Then find "online safety education". Choose one of the courses and take the quiz.
- Complete the General Emergency Services Course
 - www.capnhq.gov and sign into e-services
 - Go to the left-hand column and look for "Learning Management System". Then scroll down to "CAPT 116 - General ES - September 2009"
- CAPT 117 part 1
 - www.capnhq.gov and sign into e-services

- Go to the left-hand column and look for “Learning Management System”. Then scroll down to “CAPT 117 ES Continuing Education Part 1”
- Introductory Communications User Training (ICUT)
 - www.capnhq.gov and sign into e-services
 - Go to the left-hand column and look for “Learning Management System”. Then scroll down to “Introductory Communications User Training (ICUT)”
- Complete FEMA IS 100 - IS-100.B: Introduction to Incident Command System, ICS-100
 - <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.b>
- Complete FEMA IS 700a - IS-700.A: National Incident Management System (NIMS) An Introduction
 - <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

After completing these online courses, make sure you save the certificates. Upload your FEMA IS 100 and 700 certificates into e-services. Review your CAP Member Search Report in e-services and make sure you have all of the required items such as safety currency, ICUT, General ES, CAPT 117-part 1, and FEMA Certificates. If they not listed, you must give copies of your certificates to your squadron commander or ES officer to record in the national database

KEEP IN MIND, ALL REGISTRATION PACKETS ARE DUE TO LT COL PAM SAILE, 320 DOVER, WATERFORD, MI 48328 BY 1 JULY 2018. THAT MEANS ALL OF THE ABOVE ITEMS NEED TO BE COMPLETED BEFORE THEN OR EARLIER.


****NOTE-IF YOU ARE GOING WITH FOOD PLAN B OR C, YOUR REGISTRATION IS DUE BY 29 MAY 2018.**

ATTACHMENT C – STUDENT PACKING LIST

- All students will be required to pack the following items.
- A gear inspection will be held during check-in. Make sure you have EVERYTHING on the packing list. This is important because you will need these items for your GTM Sign-off. This is Task O-0001 in the Ground Team Member Task Guide. You will also need all the other additional items not listed in O-0001 for your safety at the academy. ***If you are unable to obtain all of the required items, you will not be able to attend the Academy!***
- Once you register for the Academy, a staff member will be in contact with you to help answer any questions you might have with this process.
- **BRING ONLY THE ITEMS LISTED IN THE PACKING LIST.** Do not bring any extra equipment/gear.
- To help alleviate some of these problems we have created a packing video.
- ****Be sure to mark all clothing and equipment with your last name and CAP ID number****. Example: **JOHNSON 113211.**
- The following items are considered contraband and will be confiscated for the duration of the week. Perishable and illegal items will not be returned. This list is NOT all inclusive:

○ Radios/iPods/MP3 players	○ Any medication not in its proper container	○ Cell phones/pagers
○ Knives (anything larger than a multipurpose tool)	○ Electronic Games	○ Non-CAP reading material
○ Pop	○ Explosives	○ Alcohol
○ Candy/junk food	○ Fireworks	○ Tobacco
	○ Ammunition	○ Controlled substances
	○ Firearms	
- Students are also advised to leave any valuables at home, as there is no place to secure them for the week.
- Remember, many of these items you already have at home. The equipment does not have to be military style either.


- Students are responsible for caring for their own equipment. Prior to the Academy, organize and pack it so it is waterproof. For example, put socks in plastic bags and laminate your qualification cards. Prepack your 24-hour pack (day pack) so it is ready to go when you arrive. Test all of your equipment. Pack only what you need.
- **PACKING GEAR** – A decent backpack will assist you greatly as you progress through the course as many days are spent out in the field. It is NOT necessary to buy the most expensive pack, and in fact, if this is your first experience at SAR Academy, it is better to “get a feel” for what works and what doesn’t before putting a lot of funds into very expensive gear. Having said that, the gear must be able to sustain the wear and tear of field use. When in doubt, contact your course staff for tips and information
- **PACKING SUPPLIES** – It is also highly suggested that students pack their supplies (clothing, etc.) in plastic totes. These can be obtained from most any store for under \$6. This will greatly increase the chances that gear will remain clean and dry (as much as possible). **NO MORE THAN TWO TOTES** per student. This should be sufficient.... clothing and dry goods in one tote, food and any overflow in a second. Ground team gear and sleeping bags/tents, etc. are carried separately.
- **COST OF GEAR/FOOD** – Especially for first year students, it is NOT, repeat, NOT, necessary or desired that the “most expensive” piece of gear or high-end food products be purchased. Until you have been at the academy, it is difficult to tell what gear you will use most or will be beneficial if a more substantial item is bought. So, we encourage students to shop at Dollar type stores, discount stores and some “Army/Navy” type stores that offer discounts. Even Good Will and Salvation Army stores can be beneficial if the items can be found there. Again, **MORE EXPENSIVE** doesn’t mean a better experience. The academy is fast paced, in the woods, has varying degrees of good/bad weather, etc. and we do NOT want anyone to spend more than needed. If you would like any advice, PLEASE feel free to contact a staff member. We are here to help you!
- When checking in, you should have the following: 24-hour pack, 72 hour pack, 1 clothing tote/bag, and 1 food tote/bag.

ON PERSON AT ALL TIMES		
The following items listed below will be on each student at all times:		
	Qty	Item
	1	Large Notepad (to take notes) and pencils/pens (placed inside a heavy-duty zip lock bag)
	1	Watch
	1	ANSI Class II Reflective Vest (Orange, Lime Yellow, or Lime Green) (Vanguard \$9.95)
	1	Whistle (put with compass on the lanyard)
	1	Orienteering Compass (plastic clear rectangular base plate, 2-degree markings, rotating dial)
		Current CAP membership card, 101 card, First Aid/CPR card, etc.
		SQTR form (print prior to leaving for SAR Academy)
		Prescription Glasses (if you wear them) - Have a strap for them, too. Don't bring contacts
		Personal Medications- in pharmacy container w/name, dosage and physician

		(inhalers, bee sting kits)
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24 HOUR EQUIPMENT/PACK


You will be expected to carry your 24hr pack with you at all times. Make sure it is comfortable. This equipment does not have to be military style either. Most of the items you already have around your house.

	Qty	Item
	1	Day pack (preferably red or orange), webbed gear, or other SAR/Survival Vest. All of the items below are to be carried in this pack:
	1	Signal Mirror, small (Can use mirrored compass lid or CD if available)
	1	Pocket or utility-type knife, multipurpose with can opener (Leatherman or Gerber, should be clean and sharp)
	1	Ground Team Member Task Guide (green book)
	1	First Aid Kit, stored in zip-lock bag or other waterproof container with the following items: <ul style="list-style-type: none"> • 2 Antiseptic cleansing pads • Antiseptic ointment (small tube) • Assortment of band aids • Moleskin (at least 3"x4") AND Moleskin padding • 1 Roller bandage (ACE wrap) • 2 large safety pins • 4 gauze pads • 1 Triangular bandage • Tape • Latex gloves or Rubber surgical gloves (two pair minimum)
	1	Duct tape, 5-10 feet (does not need to be a whole role. May be wrapped around a pencil)
	2	Large plastic garbage bags
		12 wooden waterproofed matches with a waterproof match container and striking surface
	50'	Nylon twine or small rope (Also known as parachute or 550 cord. Any color)

		acceptable)
	2	1-quart water containers (for drinking water) i.e. canteen, Gatorade bottle, hydration system. Each student must have at least 2 quarts of water on them at all times.
	1	Poncho or rain jacket/gear
	1	Pair Leather Work Gloves
	1	Change of socks
	1	Roll of Flagging Tape (any color) Plastic tape about 1" wide used in construction sites, available from hardware stores. Have at least 10-20 feet)
	1	Flashlight with spare bulb and batteries
	1	Spare flashlight (penlight will do...however a headlamp/light is preferred)
		Insect repellent with DEET (enough for the entire week)
		Lip balm, with sunscreen (enough for the entire week)
		Sunscreen lotion (enough for the entire week)
	1	Sierra cup, canteen cup, or mess kit,
	1	12" plastic or metal ruler
	1	Safety glasses
		<i>OPTIONAL-Disposal camera</i>

72 HOUR PACK


This pack will normally be left at mission base, however it will be used during the 3 day FTX. You will be expected to carry your 72-hour pack. (your 24-hour gear should fit in or around your 72-hour pack) Be forewarned that you will be expected to walk several miles with this gear.

	Qty	Item
	1	Comfortable backpack (with internal or external frame) containing the following:
	1	Field jacket, Coat appropriate for climate, or equivalent (in pack if not wearing it)
	2	Rolls of toilet paper
	2	Large plastic garbage bags
	1	Sleeping pad, foam or inflatable

	1	Spare boot laces
	1	Sewing Kit with spare buttons
	1	Shoe shine kit
	1	Sleeping Bag (appropriate to climate) in a waterproof bag (heavy duty contractor bag works too)
	1	Tarp 8' X 10'
	3	Chemical light stick (green)
		Spare plastic bags to store/carry clothing during field exercises (lawn and leaf bags or contractor bags and gallon-sized zip-loc are best)
	1	Box of moist towelettes or baby wipes
	2	1-quart water containers (for drinking water) i.e. canteen, Gatorade bottle, hydration system. Each student must have at least 4 quarts of water on them at all times when on the FTX.
	20	Feet of 1" tubular webbing (Climbing quality, 1" tubular, red or any color, available at same store as carabiners.....REI-\$0.36 per foot)
	1	Locking carabiner (REI, etc.)
	1	<i>OPTIONAL-Entrenching Tool (E-Tool)(highly recommended for base gear)</i>
	1	<i>OPTIONAL-Hatchet</i>
	50	3x5 Notecards, 50 of each color (Red, Yellow, Green, Black) – HOLEPUNCHED IN CORNER on a large key ring
	1	Trauma Shears
	1	CPR Mask
	1	Box (100 count) of Nitrile Exam Gloves - Size is student preference

PERSONAL HYGIENE KIT


Store this bag in your 72 hour bag.

	Qty	Item
	1	Bag/pouch , which all of the items listed below should fit into:
	1	Toothbrush and paste

	1	Shaving Kit (as necessary) or feminine hygiene items (as necessary)
	1	Deodorant
	1	Foot powder
	1	Soap/shampoo
	1	Towel and Washcloth
	1	<i>OPTIONAL-Brush/comb</i>


FOOD TOTE OR BAG

All of your meals should be stored/brought in a Rubbermaid container or large duffel bag, neatly packed. Most items will stay at mission base and/or supplement the 24 or 72 hour packs. A meal plan can be found in Attachment A.

	Qty	Item
		Proper amount of meals and snacks based on your meal plan choice
		Eating utensils (highly suggest bringing plastic...enough for each meal-i.e. 24 spoons) However, you can bring metal utensils. A wash bin with soap will be provided.
		Sterno Stove (Suggest a portable, folding aluminum stove, and two 7-oz. cans of Sterno Gel fuel) Example: http://www.cabelas.com/product/Camping/Camp-Cooking-Dining/Backpacking-Stoves%7C/pc/104795280/c/581015880/sc/104198580/Sterno-Stove-Kit/1339362.uts?destination=%2Fcatalog%2Fbrowse%2Fbackpacking-stoves%2F-%2FN-1116228%2FNs-CATEGORY_SEQ_104198580%3FWTz_l%3DSBC%253BMMcat104795280%253Bcat581015880&WTz_l=SBC%3BMMcat104795280%3Bcat581015880%3Bcat104198580

CLOTHING TOTE OR BAG

These items should be brought in a Rubbermaid container or large duffel bag, neatly packed. Most items will stay at mission base and/or supplement the 24 or 72-hour packs. This clothing should be in addition to the clothing you will arrive in.

	Qty	Item
	2	Battle Dress Uniform (BDUs) complete with name tapes, patches, cutouts, grade insignia per CAPM 39-1.
	1	Blue belt w/subdued tip and buckle for wear w/ BDUs
	1	BDU Cap (NO BLACK HATS, Squadron hats, etc)

	1	Combat boots, at least one pair, broken in before the Academy
	2	Extra blousing bands
	6	T-shirts (black)
	8	Pairs of socks
	8	Pairs of underclothing
	2	PT shirts (cadet only)
	2	PT pants (cadet only)
	5	Pairs of white socks (for PT)
	1	Pair of sweats (shirt/pants)
	1	Pair of running shoes
	1	Shower shoes or water shoes
	1	Bathing suit (tasteful)
	1	Bag for dirty clothes

ATTACHMENT D – REGISTRATION CHECKLIST

Make sure you have the following completed:

- Meet the specific course requirements
- Pre-register for SAR Academy.
- Completed CAPF 31 with proper signatures (unit commander and parents)
- Include a check or money order for the cost of the course you attend made out to “Michigan Wing CAP”
- Completed CAPF 160, CAPF 161, and **CAPF 163 (cadets only)**
- Meet Physical Category 1 (per CAPR 52-18)
- Current Height/Weight/Eyes/Hair information entered in e-services. (Photo highly suggested)
- Complete OPSEC and have it recorded in e-services.
- Safety Complaint (at time of application and upon arrival to check-in)
- Complete the General Emergency Services Course (CAPT 116) and have it recorded in e-services
- Complete CAPT 117 part 1 and recorded in e-services
- Complete the Introductory Communications User Training (ICUT) and have it recorded in e-services
- Complete FEMA IS 100 Course and have it recorded in e-services
- Complete FEMA IS 700 Course and have it recorded in e-services
- Have all items on the packing list
- Be sure you entered your **t-shirt size** on the CAPF 31
- Print this checklist
- Take the printed checklist, CAPF 31, CAPF 160, CAPF 161, CAPF 163 (cadets only), your payment (check or money order), and put it all in one envelope. Send it to the following address: **LT COL PAM SAILE, 320 DOVER, WATERFORD, MI 48328**

**ALL COMPLETED REGISTRATION PACKETS ARE DUE TO
LT COL PAM SAILE, 320 DOVER, WATERFORD, MI 48328 BY 1 JULY 2018.
HOWEVER, IF YOU ARE GOING WITH MEAL PLAN B OR C, IT IS DUE BY 29 MAY
2018.**